

Mailroom Assistant Cover Letter

612 Theo TracePasqualemouth, ID 36761

Dear River Hauck,

In response to your job posting for mailroom assistant, I am including this letter and my resume for your review.

In my previous role, I was responsible for faxing, scanning, copying, mail metering, UPS shipping, and other administrative support to the office as required.

My experience is an excellent fit for the list of requirements in this job:

- Administrative or office services experience within a medium to large corporation preferred
- High energy and resilience level
- Specialized knowledge and skill requirements to perform this job including certifications, licenses
- Proficient in Microsoft Office, emphasis with Excel and Outlook
- Comfortable working in a high-volume, fast-paced environment either with a team or individually
- Comfortable using various types of office equipment and software programs
- Competent IT Skills, including Microsoft Office
- IOSH or Health and Safety awareness is desirable

I really appreciate you taking the time to review my application for the position of mailroom assistant.

Sincerely,

Drew Gibson